EDD
Employment
Development
Department
State of California

NOTICE OF
FINAL FILING DATE EXTENSION

Exam Title: **ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)**

The **Final Filing Date** for the Associate Programmer Analyst (Specialist) examination has been extended from September 8, 2008 to **September 18, 2008.**

If you have already submitted an Examination Application (STD 678) for the Associate Programmer Analyst (Specialist) examination, you DO NOT need to submit another application.

If you meet the minimum qualifications for the Associate Programmer Analyst (Specialist) based on the "Requirements for Admittance to the Exam" on page 2 of the bulletin and would like to participate in this examination, please file an application following the filing instructions on the exam bulletin.

Please Note: All applicants must meet the education and/or experience requirements for this examination by the Final Filing Date.

If you have any questions regarding this examination, please contact Brian Walsh at (916) 657-3948. To view or download a copy of the original exam bulletin go to:

http://www.edd.ca.gov/About_EDD/How_to_Get_a_Job_with_EDD.htm#PromotionalExaminations

For current and upcoming Examination Opportunities, visit the Human Resource Services Division's website at http://www.edd.ca.gov/hrseo.htm. As new exams are administered, new exam bulletins will be released.

Exam ID: 8HR32

EDD Employment Development Department
State of California

ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)
PROMOTIONAL EXAMINATION

DEPARTMENTAL PROMOTIONAL FOR

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

POSITIONS EXIST

Positions exist in Sacramento.

POSITION DESCRIPTION

Under general supervision, independently performs programming and analysis work, and/or acts as leader of a team of programmers, and/or participates with other programmer analysts on projects of a very complex nature or unusually broad scope.

SALARY RANGE

$4619 - $ 5897 per month

FINAL FILING DATE

September 8, 2008

COMPETITION LIMITED TO EDD STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the EDD in order to take this examination.

FILING INSTRUCTIONS

All Examination Applications (STD 678) must be **POSTMARKED** no later than the final filing date in order to be considered for the examination. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. Use of EDD metered mail, interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

MAILING ADDRESS:
Employment Development Department
Human Resource Services Div., MIC 54
Attention: APA (Spec) Exam
P.O. Box 826880
Sacramento, CA 94280-0001

FILE IN PERSON ADDRESS:
Employment Development Department
Human Resource Services Division
Attention: APA (Spec) Exam
751 N Street, 6th Floor Solar Building
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

Note: All applications must include "from" and "to" dates (month/day/year), time base, civil service class titles, and range, if applicable. **Applications received without this information may be rejected because of incomplete information.**

ELIGIBLE LIST INFORMATION

A Departmental promotional eligible list will be established for the EDD. Names of successful competitors are merged onto the list in order of final score, regardless of date. Eligibility expires 12 months after it is established unless the needs of the services and conditions of the list warrant a change in this period.

COMPETITORS MAY COMPETE ONLY ONCE IN ANY CONSECUTIVE 12-MONTH PERIOD.

REASONABLE ACCOMMODATIONS

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Note: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

It is the responsibility of all applicants to provide complete and detailed descriptions of qualifying experience to substantiate minimum qualifications. This information is critical in determining acceptance into any examination. Your signature on your application indicates that you have read, understood, and possess the minimum qualifications required.

Unless otherwise stated, experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement.

Minimum Qualifications

EITHER I
One year of experience in the California state service performing duties comparable to a Programmer II.

OR II
Eighteen months of progressively responsible experience in information technology systems study, design, and programming, which shall have included responsibility on an information technology system project for analyzing operational methods and developing computer programs to meet desired results. One year of experience in this pattern must include responsibilities under general supervision to plan and develop programs to be processed on information technology systems equipment, perform systems analysis, or systems programming work.

OR III
Equivalent to graduation from a recognized college or university with a minimum of 24 semester or 36 quarter units in information technology-related coursework. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

ORAL INTERVIEW – Candidates will be required to appear before a Qualifications Appraisal Panel (QAP) for an oral interview consisting of pre-determined, job-related questions.

The QAP will assign each candidate a final competitive score based on the information provided in the candidate's response to the interview questions.

CANDIDATES WHO DO NOT APPEAR FOR THEIR ORAL INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.

Education and Experience

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is <u>especially important</u> that each candidate take special care to accurately and thoroughly complete his/her application.

List all experience relevant to the "Requirements of Admittance to the Examination" shown on this bulletin, including a complete list of any paid and/or volunteer part-time, full-time, and/or military service work experience, regardless of the duration.

SCOPE OF THE EXAMINATION

A. Knowledge of:

1. Information technology system programming, equipment, and its capabilities.
2. Principles and techniques of studying work processes for new or revised information technology system applications.
3. Principles of designing methods of processing information.
4. Technical report writing.
5. Statistical methods.
6. Principles of public administration, organization, and management.
7. Principles of personnel management.

B. Ability to:

1. Write complex programs and develop detailed program specifications.
2. Analyze information and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions.
3. Apply creative thinking in the design and development of methods of processing information with information technology systems.
4. Establish and maintain cooperative working relationships with those contacted in the course of the work.
5. Communicate effectively.
6. Prepare effective reports.

INQUIRIES ABOUT THIS EXAMINATION

All inquiries about this examination should be directed to Brian Walsh at (916) 657-3948 or brian.walsh@edd.ca.gov. The EDD encourages all potential applicants to read this entire bulletin. Please refer to page 4 of this bulletin for additional examination information. In addition, examination information can also be obtained on the internet at www.edd.ca.gov.

EDD also maintains a 24-hour recorded Automated Call Processing System. This system, which is updated weekly, provides information on upcoming final filing dates for EDD's open and promotional examinations. To access this system from a touch-tone telephone, call (916) 654-6869.

GENERAL INFORMATION

THE EMPLOYMENT DEVELOPMENT DEPARTMENT reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

IT IS THE CANDIDATE'S RESPONSIBILITY to contact the Employment Development Department, Human Resource Services Division, **(916) 654-6869**, two weeks after filing his/her application if he/she has not received a Receipt of Application notice.

EXAMINATION APPLICATIONS (STD 678) are available at local offices of the Employment Development Department, at the State Personnel Board, and on the Internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

EXAMINATION LOCATIONS: When a written test is part of the examination, it will be given in such places as the number of candidates and conditions warrant. When oral interviews are part of the examination, ordinarily, such interviews are scheduled in the following areas: Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

ORAL INTERVIEW: When an oral interview is part of the exam, and if a candidate's notice of interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

INTERVIEW SCOPE: The interview questions will be based on the items listed in the SCOPE in this bulletin.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Veterans Preference Points are not granted in promotional examinations. Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examination. These rules may be reviewed at the EDD's Human Resource Services Division, at the State Personnel Board, and on the Internet at www.spb.ca.gov.